

# UoL - WEBOODI 3.3 QUICK GUIDE FOR STUDENTS

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## 1 WebOodi's user identification

Use your ULAPLAND –username and password when logging in to WebOodi. It is the same user identification information you use in your University of Lapland's (UoL) e-mail account and Optima.

**Username:** your e-mail username (e.g. jsmith)  
**Password:** your e-mail password



If you do not have a username and password to the university's e-mail system or you have forgotten your password, please contact the ICT Centre's Student HelpDesk, which is at your service in ICT-related issues. The HelpDesk is located in the University's F-wing, first floor (Faculty of Art and Design). It serves you Mon, Tue, Thu 9 am - 4 pm, W 9 am – 5 pm and on Fri 9 am – 3 pm. The HelpDesk's e-mail address is helpdesk(at)ulapland.fi (preferred contact) and the phone number is +358 (0)40 4844 488.

**Note!** For safety reasons your connection is terminated if you have not used the application for about 20 minutes while it is active. This time limit also includes sending e-mail and answering the feedback form.

## 2 Searching study modules and schedules

You can search course information either **by search terms** or **by study guide**.

**Search courses and exams**

You can register to courses and exams, but study modules are only for creating your personal study plan. All faculties, Dept. of Research Methodology and Language Centre have entered information (courses, exams) into WebOodi.

You may check your course and examination registrations by clicking on *Registrations* (only if you have logged in).

If you use several search criteria at the same time, all the criteria must match. It is often advisable to use only one search criterion.

Name or code

Type

Organisation   Search from successor organizations

Study guide

Subject

Time

Start date-End date  -

Teaching language

Search only teaching with on-going registration period

No information

### Search courses / exams > By search terms

Possible search terms are: course / exam's name or code, type, organisation, and start date – end date. Other possible search terms are study guide, subject, time, teaching language, which are chosen using the pull-down menus. You can also limit the search for “only teaching with on-going registration period”.

### Search courses / exams > By study guide

Teaching offered by the faculties and departments can also be searched **by study guides**. You choose the unit (faculty, department, etc.), from which you wish to see courses or study modules. After this, you will see a list of that units study guides. If there are no study guides available, you will see a text “Show study modules” and possibly “Search courses / exams” (courses that are open for registration or courses that have been kept recently).

### 3 Personal data

Student information	
<b>Student number</b>	0110466 Present Present
<b>Name</b>	Hiiri Mikki
<b>Personal number</b>	060485- [redacted] <a href="#">changing of a name (Open new window)</a>
<b>Primary study right</b>	<a href="#">Other study rights</a>
<b>Awarded by</b>	Faculty of Social Sciences
<b>Scope</b>	Bachelor's degree
<b>Valid</b>	01.08.2005 - 31.07.2013
<b>Degree completion time</b>	7 year
<b>Decree on the Degree System</b>	New Government Decree on University Degrees
<b>Target of studies</b>	Bachelor of Social Sciences
<b>Main subject</b>	Management
<b>Degree programme</b>	Management

**Student information** – screen includes the following information: Student number, Name, Personal number and status of Primary study right. In addition, there is the following information of the primary study right: Organisation which has awarded the study right, Scope, Validity period, Degree completion time, Degree on the Degree System, Target of studies, Main subject, and Degree programme.

Address information	
<b>Address</b>	PL 122
<b>Postal number</b>	96200 ROVANIEMI
<b>Country</b>	Finland
<b>Current home municipality</b>	Rovaniemi
<b>Mobile telephone</b>	050-12345
<b>Telephone number</b>	12345
<b>E-mail address</b>	mikki@ulapland.fi
<b>Homepage</b>	
<b>The role of address</b>	Ensisijainen osoite - Opiskelupaikkakunta
<b>Validity</b>	For now
<input type="button" value="Modify"/>	

**Note!** Use **only one e-mail address** at a time. Take care, that WebOodi has always a valid e-mail address available, because e.g. lecture changes are also often notified using e-mail. The e-mail address does not have to be university's e-mail!

Conditions for giving out student information
<ul style="list-style-type: none"><li>• Address can be turned over to study related purposes</li><li>• Direct mail marketing related to the promotion of studies</li><li>• Graduation information can be given to press</li><li>• To study supporting purposes</li></ul>
<input type="button" value="Modify"/>

Student must also take care that the **conditions for giving out student information** are set correctly for them. It is possible to change the settings using the **Modify**-button.

## 4 Registering for courses / exams

**Search courses / exams** –section allows you to search the description information of different study modules. This information includes e.g. course aim, methods, requirements, evaluation, and timing. You can find this information also on faculties and departments study guides.

Courses that are open for registrations are searched using the **Search courses and exams** – button. If you wish to limit your search to include only courses / exams that are open for registration, check the corresponding checkbox. Course-registration is done using the **Register**-link. After this, you will see a screen with course information. When registering, check the **Reg.**-box and press **Save registration**-button. If needed, add the further information.

Registration	Lecture	Teacher	Time and location
<b>Reg. Remove reg/max</b> <input checked="" type="checkbox"/> 1/- Registration time 09.12.09 klo 09.00- 31.05.10 klo 23.59	Qualitative Research Methods		23.08.10 mon 08.00-20.00 <a href="#">ATK121</a> mon 08.00-20.00 <a href="#">LS20</a> 24.08.10 tue 08.00-20.00 <a href="#">ATK121</a> tue 08.00-20.00 <a href="#">LS20</a> 25.08.10 wed 08.00-20.00 <a href="#">ATK121</a> wed 08.00-20.00 <a href="#">LS20</a> 26.08.10 thu 08.00-20.00 <a href="#">ATK121</a> thu 08.00-20.00 <a href="#">LS20</a> 27.08.10 fri 08.00-20.00 <a href="#">ATK121</a> fri 08.00-20.00 <a href="#">LS20</a>
Further information			

**Note! If you have not checked the Reg.-box before clicking on the Save registration - button, your registration will not be saved** Instead, you will receive a notification: "You did not sign up for any courses. To register for a course, you should return and fill in the Reg. - checkbox before saving your changes." If you want to register for the teaching event, return to the previous page by clicking the Return-button, check the Reg.-box and click the Save registration -button. If your registration succeeded, you get the message "Successful registration!"

**Note!** Cancelling your registration for a course during the registration period is **extremely IMPORTANT**, if you cannot participate in the course. The importance of cancelling is emphasized particularly with the courses that have limited participant numbers e.g. Department of Research Methodology's research method courses and Language Centre's courses. If a student does not cancel their registration it might take a place away from another student. After the registration period has ended you can do the cancellation to the teacher of the course or to the faculty's clerk, who will inform students in reserve.

Registering to an exam is mainly same as to a course in WebOodi. Student chooses the books from a checklist under the course description that they are going to be tested on. In addition the student can add information on any special agreements or possible previous credits to the specified fields. If there are no special checkbox lists of the exam books, the student needs to write them to the text field as they are written in the study guide (Author, Name of the book and possible year).

## 5 Ordering the Transcript

### Order an unofficial credit transcript

Service provided in Finnish and in English.

The credit transcript you ordered can be viewed on WebOodi front page in about 1,5 hours from ordering. Delivery confirmation will be sent to your e-mail address. You can order a maximum of ten (10) credit transcripts during the same day.

A maximum of three (3) credit transcripts can be ordered at the same time on WebOodi. The credit transcripts will be stored on WebOodi front page three days after delivery.

Select the scale used in the credit report.

- ECTS Credit
- Credits
- Both

Select the language for the credit report

- Finnish
- English

Order

Student can order an unofficial transcript of their studies by choosing Transcript from the main menu or by clicking the link on top of the My studies –screen. This will open the order-form. An e-mail is sent to the student after the transcript is ready in WebOodi. Transcript is in pdf-form and can be found from the Main page of WebOodi, after logging in. Transcript can be ordered in Finnish and in English. If you do not have an e-mail address in WebOodi's Personal data - section, you will be notified and the transcript cannot be ordered, also the "Order" –button is not visible. You can also update your e-mail address at Other / Personal data. Student can order maximum of 10 transcripts per day. You can get an official and certified transcript from the student affairs secretary of your faculty or department.

## 6 Giving study feedback

Feedback is given using the Feedback > Study feedback –option in the main menu.

The students, who participated in the course and registered to it using WebOodi, have the opportunity to give feedback of the course. Logging in is required before feedback can be given.

Mandatory questions are marked with a (\*) star. The feedback system accepts the feedback only after all the mandatory questions have been answered. The teacher responsible of the course sees the feedback in its entirety presuming if at least five students have given feedback. The feedback of one individual student cannot be seen. The student can see their own feedback from the Feedback >Feedback summary –section.

**Note!** A student can give feedback only once and it cannot be changed afterwards!

## 7 Logging out from WebOodi

End your WebOodi session by clicking Quit at the bottom of the main menu.

**When you stop using WebOodi, always quit your session properly to prevent the next computer user from accessing and modifying your data.**